OFFICE ADMINISTRATION MCQ (ENGLISH)

FOR CHARGEMAN (LDCE)

(BOOK SL.NO-CMADM (MCQ-E)-04)

A-20

1-- ANANT PUBLICATION, 3810/9A, KHAJANCHI NAGAR, ADHARTAL, JABALPUR (M.P.)- PIN482004, MOB-9425376718, 9406930443

MOB. - 09425376718, 9406930443

PRINTED AND PUBLISHED BY:-

SMT. SUSHAMA SHRIVASTAVA,

ANANT PUBLICATION,

3810/9A, KHAJANCHI NAGAR, ADHARTAL, JABALPUR (M.P.)

PIN-482004

MOB. - 09425376718, 9406930443

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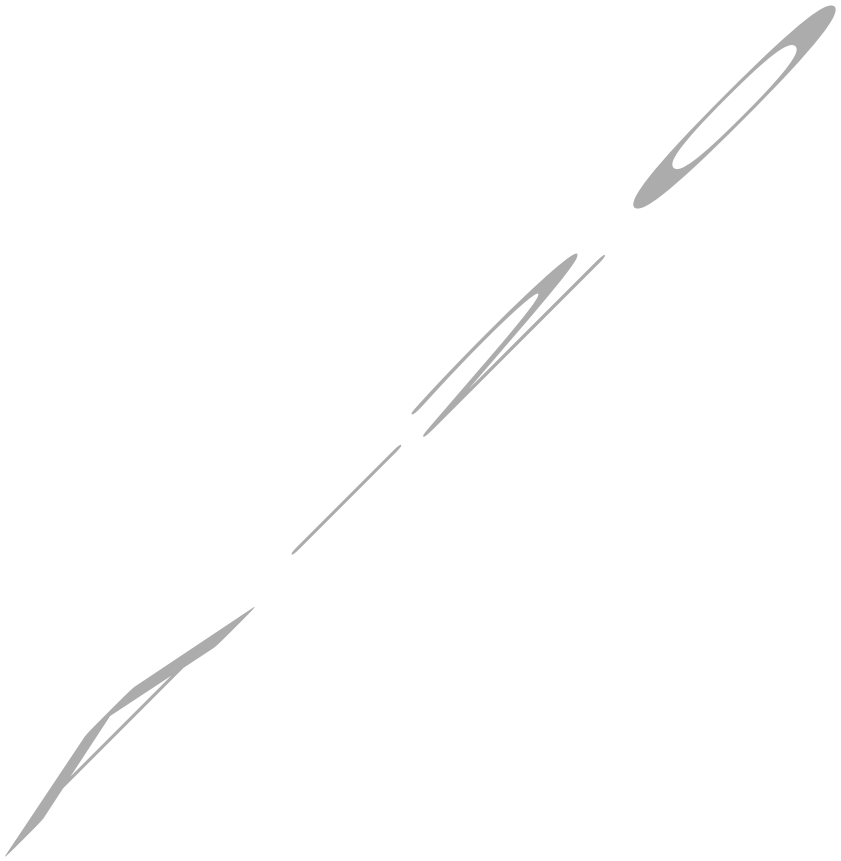
First edition-2025

ISBN-

A-20



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ADMINISTRATION

- GENERAL ADMINISTRATION

Role and Duties of Supervisor, Motivation, Communication, Leadership, Grievance Handling Mechanism, Delegation, Authority and Responsibility.

DIVISION OF WORK AND DELIGATION

1. Which of the following is not a part of the organising process?
a) Assignment of responsibilities
b) Establishing reporting relationship
c) Specialisation
d) Division of work
Answer: C

2. Organising doesn't include _____.
a) By whom will be done
b) When will be done
c) What will be done
d) How will be done
Answer: D

3. Who reports to whom is made clear by_____.
a) Organising process
b) Management process
c) Planning process
d) None of the above
Answer: A

4. Grouping the activities on the basis of the product line is a part of _____.
a) Formal organisation
b) Divisional structure
c) Informal organisation
d) Functional Structure
Answer: B

5. The form of organisation known for giving rise to rumours is called_____.
a) Decentralised organisation
b) Formal organisation
c) Centralised organisation
d) Informal organisation
Answer: D

6. Name the type of organisation that is deliberately designed by top management to achieve a common organisational objective.
a) Corporate organisation
b) Divisional organisation
c) Formal organisation
d) Informal organisation
Answer: C

7. Delegation is _____.
a) Optional
b) Compulsory

c) None of the options are correct
d) Both a) and b)
Answer: B

8. Decision-making authority can be pushed down to a lower level and this is related to_____.
a) Centralisation
b) Delegation
c) Decentralisation
d) None of the options are correct
Answer: C

9. Decentralisation is _____.
a) Optional
b) Compulsory
c) Both a) and b)
d) None of the options are correct
Answer: A

10. For fast communication and to get correct feedback, the following organisation is suitable for _____.
a) Functional Structure
b) Informal Organisation
c) Divisional Structure
d) Formal Organisation
Answer: B

11- ___ are the 'currency' of organisations.
(A) Power
(B) Authority
(C) Both (A) and (B)
(D) None of the above

12- ___ is the managerial process through with authority flows down the scalar chain.
(A) Delegation
(B) Power
(C) Supervision
(D) None of the above

13- ___ is a process whereby a superior passes to a subordinate part of his or her own authority to make decisions.
(A) Authority
(B) Delegation
(C) Power
(D) None of the above

14- Delegation is necessary because
(A) Managers need to be free for higher-level tasks
(B) Managers have limited workload capacity
(C) Delegation can enhance employee satisfaction, flexibility, responsiveness to customers
(D) All of the above

15- Delegation of Authority means division of ___

downwards to the subordinate.
(A) Authority
(B) Powers
(C) Authority and powers
(D) None of the above

16- The important feature(s) of delegation may be
(A) A co-operative relationship
(B) Act of mutual reliance
(C) Freedom of thought and action
(D) All of the above

17- The principle(s) of delegation is (are)
(A) Principle of parity of authority and responsibility
(B) Principle of absolute responsibility
(C) Principle of result accepted
(D) All of the above

18- ___ is the right to take action, utilize organisational resources and exact obedience from subordinates.
(A) Authority
(B) Delegation
(C) Power
(D) None of the above

19- Following is (are) type(s) of authority.
(A) Traditional authority
(B) Charismatic authority
(C) Legal-rational authority
(D) All of the above

20- In which of the following, the ability and right to rule is passed down, often through heredity.
(A) Traditional authority
(B) Charismatic authority
(C) Legal-rational authority
(D) Technical Authority

RULES AND PROCEDURES

CCS (Conduct Rules), CCS (CCA) Rules: Types of Penalties, Enquiry Procedure, Appeal and Review, Classification of Employees, Recruitment Procedures, Reservation of SC/ST and OBC, Maintenance of Rosters, DPC Procedures,

CENTRAL CIVIL SERVICES (CONDUCT) RULES 1964

1. CCS Conduct Rules come into force on

a) 1965 b) 1964

c) 1956 d) None of these

Ans:d

2. CCS Conduct Rules apply to

a) Every person appointed to a civil service
b) Every civilian in defense service
c) Both A & B
d) None of these

Ans:c

3. CCS conduct Rules not apply to

a) A member of All India Service
b) A holder of any post in respect of which the president has, by a general or special order
c) A Railway servant as defined in Section 3 of the Indian Railways act 1890
d) All the above

Ans:d

4. Short title, commencement and application defined in _____ of CCS conduct rules.

a) Sec 2.
b) Sec 3.
c) Sec 1
d) Sec 4

Ans:c

5. Definitions defined in _____of CCS Conduct rules

a) Sec 2.
b) Sec 3.
c) Sec 1
d) Sec 4

Ans:a

6. Government servant means in CCS Conduct Rules

a) State Government servant b) Central Government servant

c) Both A & B
d) None of these
Ans:b(2)

7. Every Government servant shall at all times-

a) Maintain absolute integrity

b) Maintain devotion to duty

c) Do nothing which is unbecoming of a Government servant

d) All the above

Ans:d(3)

8. In sec 3-A of CCS Conduct rules explained

a) Observance o Government servant's policies
b) Prohibition of sexual harassment of working women
c) Promptness and Courtesy
d) All the above

Ans:c

9. No Government servant shall-

a) In the performance of his official duties, act in a discourteous manner
b) In his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him
c) Both the A & B
d) None of these

Ans:c(3-A)

10. Observance of Government servant's policies defined in ____of CCS Conduct rules

a) Sec 3-A
b) Sec 3-B
c) Sec 3-C
d) Sec 3-D

Ans: b

11. Prohibition of sexual harassment of working women

defined in __of CCS Conduct rules

a) Sec 3-A
b) Sec 3-B
c) Sec 3-C
d) Sec 3-D

Ans: c

12. For the purpose of Sec 3-C of these rule "sexual harassment" includes such unwelcome sexually determined behavior whether directly or otherwise as:-

a) Physical contact as advances
b) Demand or request for sexual favors
c) Sexually colored remarks
d) Showing any pornography; or any other unwelcome physical, verbal or non-verbal conduct of a sexual nature
e) All the above

Ans:e(3-C)

13. Mark the correct option

a) Govt servant who may be convicted in a criminal court to inform his official superiors of the fact of his conviction and the circumstances
b) Failure ton the part of any Govt servant so to inform his official superiors will render him liable to disciplinary action on this ground alone
c) Govt servant who may arrested for any reason to intimate the fact of his arrest and the circumstances connected therewith to his official superior promptly even though he might have subsequently been released on bail.
d) All the above

Ans:d(3Govt decisions1-2)

14. Mark the incorrect option

a) To joining educational institution by Govt servants outside normal office hours should be take prior permission before joining educational institutions or courses of studies for universities degree
b) Participation in Shramadan organized by govt department or the Bharath sevak samaj can be permitted
c) Participation in shramadan or bharat sevak samaj such activity does not interfere with the performance of this official duties
d) None of these

Ans:d(3Govt decisions4-6)

-3-

15. The following activities are requiring permission/sanction

a) To enroll as member of St. John Ambulance brigade
b) To join territorial Army
c) To join foreign language classes conducted by indo-foreign cultural organization
d) All the above

Ans:d

16. The following act, conduct and commissions of a Government servant amount to misconduct:-

a) If the act or conduct is prejudicial or likely to be prejudicial to the interests of the master or to the reputation of the master
b) If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his master
c) If the act or conduct of a servant makes it

unsafe for the employer to retain him in service

d) All the above

Ans:d

17. The following omissions of a Government servant amount to misconduct:-

a) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior

b) Habitual late attendance

c) Habitual absence without permission and overstaying leave

d) Conviction by a criminal court

e) All the above

Ans:e

18. Employment of near relatives of Government servants in companies or firms defined in ____of CCS Conduct rules.

a) Sec 3 b) Sec 4

c) Sec 5 d) Sec 6

And:b

19. Mark the correct option

a) No Govt. servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company.

b) A Govt. servant shall, as soon as he becomes aware of the acceptance by a member of his family o an employment in any company or firm, intimate such acceptance to the prescribed authority.

c) Both A & B

d) None of these

Ans:c(4)

20. Elections defined in _____of CCS Conduct rules

a) Sec 3 b) Sec 4

c) Sec 5 d) Sec 6 And:c

21. Mark the incorrect option

a) A Govt. servant qualified to vote at such election may exercise his right to vote.

b) A Govt servant shall canvass or otherwise interfere with or use his influence in connection with or take part in an election in legislature election only

c) Govt servant endeavour to prevent any member of his family form taking part in elections.

d) None of these

Ans:b

22. The following action by a Govt servant does not amount of contravention of rule 5(4)

a) Making normal arrangement during election tours o ministers to enable them to carry out their responsibilities as ministers.

b) Arrangements by district officer for affording normal courtesies and security to Ministers on their visits connected with election campaign.

c) A only

d) All the above

Ans:d

23. Mark the correct option

a) Prior permission is required to join Bharat sevak samaj

b) Participation of Govt servants in the Indo-Foreign cultural organizations to be avoided

c) Mere intimation sufficient to join samyukta sadachar samiti

d) Prior permission necessary to join foreign language classes conducted by

Indo-foreign cultural organizations.

e) All the above

Ans:e

24. Joining of Associations by Government servants defined in _____of CCS Conducts rules

a) Sec 3 b) Sec 4

c) Sec 5 d) Sec 6 And:d

25. Demonstration and Strikes defined in _____of CCS Conducts rules

a) Sec 7 b) Sec 4

c) Sec 5 d) Sec 6 And:a

26. Strikes includes

a) Mass abstention from work without permission

b) Refusal to work overtime where such overtime work is necessary in the public interest

c) Resort to practices or conduct which is likely to result in or results in the cessation or substantial retardation o work in any organization. What are called go-slow, sit-down, pen-down, stay-in etc

d) All the above

Ans:d

27. Connection with press or other media defined in _____of CCS Conducts rules

a) Sec 8 b) Sec 7

c) Sec 9 d) Sec 10 And:a

28. Criticism of Government servant defined in _____of CCS Conducts rules

a) Sec 8 b) Sec 7

c) Sec 9 d) Sec 10 And:c

29. Criticism of Govt means and includes

a) Which has the effect of an adverse criticism of any current or recent policy or action of the Central Government servant or a State Government servant
b) Which is capable of embarrassing the relations between the Central Govt. and the Government servant of any State
c) Which is capable of embarrassing the relations between the central Government servant and the Government servant o any foreign state
d) All the above

Ans:d

30. Evidence before committee defined in _____of CCS Conducts rules

a) Sec 8 b) Sec 7

c) Sec 9 d) Sec 10 And:d

31. Rule 10 of CCS Conduct rules not apply to:-

a) Evidence given at an enquiry before an quthority appinted by the Govt, Parliament or a State Legislature
b) Evidence given in any judicial enquiry
c) Evidence given at any departmental enquiry ordered by authorities subordinate to the Government servant
d) All the above

Ans:d

32 Rule 11 of CCS Conduct rules explained

a) Evidence before committee

b) Unauthorized communication of information
c) Election
d) Gift

Ans:b

33. Unauthorized communication of information means and include:-

a) To which he is not authorized to have access.
b) Which he is not authorized to keep in his personal custody
c) Both A & B
d) None of these

Ans:c

34. Subscription includes

a) Contributions
b) Funds
c) Collection in cash
d) All the above

Ans:d(12)

35. Gift defined defined in _____of CCS Conducts rules

a) Sec 11 b) Sec 12
c) Sec 10 d) Sec 13

And:d(13)

(Paper II Qn 1-25)

1	Rule ___of CCS(Conduct) Rules, 1964 speaks about insolvency and habitual indebtedness: **Ans: Rule 17**
2	Rule____ of CCS(Conduct) Rules, 1964 speaks about a Government servant possessing movable, immovable and valuable property **Ans: Rule 18**
3	This Rule of CCS(Conduct) Rules, 1964, deals with Observance of Government servant Policies

	Ans: Rule 3-B
4	In this part of CCS(Conduct) Rules, 1964 the prevention of corruption Act 1988 is reproduced: **Ans: Appendix-IV**
5	Rule 13-A of CCS(Conduct) Rules, 1964 deals with ___ **Ans: Dowry**
6	The conduct of a Government servant regarding raising of Subscrition is discussed in rule___ of CCS(Conduct) Rules, 1964: **Ans: Rule 12**
7	Any Government servant may give evidence in any judicial enquiry as per rule _of CCS(Conduct) Rules, 1964, **Ans: Rule 10(3)(b)**
8	A Government servant, in the bona fide discharge of his official duties, can

	publisha book as per rule___ **Ans: Rule 8(2)**
9	Rule___of CCS(Conduct) Rules, 1964 speaks about a Government servant subletting of Government servant accommodation **Ans: Rule15(A)**
10	Members of family in relation to a Government servant is defined in Rule___ **Ans: Rule 2(c)**
11	This rule of CCS(Conduct) Rules, 1964 speaks about a Government servant communicationg official information **Ans: Rule 11**
12	This Rule of CCS(Conduct) Rules, 1964 speaks about delegation of Powers **Ans: Rule 24**

13	Rule____ of CCS(Conduct) Rules, 1964 regulates the lending and borrowing of money by Government servants; **Ans: Rule 16**
14	This Rules of CCS(Conduct) Rules, 1964 speaks about a Government servants criticism of Government servant **Ans: Rule 9**
15	As per CCS(Conduct) Rules, 1964 a Government servant holding Group C post can accept gift worth Rs ___ on occassions such as weddings anniversaries funerals or other religious functions: **Ans: Rr 2000/-**
16	A Government servant shall not use any intoxiacating drink or drug to excess as per rule ___ of CCS (Counduct) Rules 1964:

	Ans: Rules 22(d)
17	Rule___ of CCS(Conduct) Rules, 1964 provides that a Government servant shall not be a member of any political pary **Ans: Rule 5(1)**
18	Definition for movable property is given in rule ___ CCS(Conduct) Rules, 1964 **Ans: Explanation below Rule18(5)**
19	Rule 2 of CCS(Conduct) Rules, 1964 deals with___ **Ans: Definitions**
20	This Rule of CCS(Conduct) Rules, 1964 speaks about Government servants taking part in politics and elections **Ans: Rule 5**
21	This Rule of CCS(Conduct) Rules, 1964 deals with Promptness and Courtesy

	Ans: Rule 3-A
22	This Rule of CCS(Conduct) Rules, 1964 speaks about interpretation of CCS(Conduct) Rules, 1964 **Ans: Rule 23**
23	According to rule___ of CCS(Conduct) Rules, 1964 no governmet servat shall speculate in any stock of shares, securities or other investments **Ans: Rule 16**
24	Rule___ of CCS(Conduct) Rules, 1964 speaks about Repeal and saving **Ans: Rule 25**
25	No Government servant servatn shall employ to work any child below the age of 14 years as per rule____ of CCS(Conduct) Rules, 1964 **Ans: Rule 22-A**

Fixation of Pay: Scale of Pay, Annual Increment, Fixation of Pay on Promotion, Re-designation, Revision etc.

Leave Rules: LTC/TA/ DA Rules, GPF Rules, Entitlement and Procedures for Advances/ Withdrawals.

LEAVE RULES

MULTIPLE CHOICE QUESTIONS

1. The date on which CCS (Leave) Rules, 1972 came into effect is—

(*a*) 1st January, 1972 (*b*) 2nd April, 1972

(*c*) 1st June, 1972 (*d*) 15th August, 1972

2. CCS (Leave) Rules, 1972 is not applicable to—

(*a*) Persons appointed to the Civil services

(*b*) Employees of non-statutory departmental canteens

(*c*) Government servants appointed in subordinate of Central

Government servant

(*d*) Persons paid from contingencies

3. CCS (Leave) Rules, 1972 applies to a person serving under Central

Government servant on deputation from a State Government servant—

(*a*) for the rest of his service

(*b*) for a limited duration

(*c*) from the date of his joining State Government servant

(*d*) None of the above

4. How many schedules does the CCS (Leave) Rules contain?

(*a*) One (*b*) Two (*c*) Three (*d*) Four

5. An authority competent to grant leave is contained in the—

(*a*) First Schedule (*b*) Rule 3 – Definitions

(*c*) Second Schedule (*d*) Third Schedule

6. The word 'Vacation Department' according to the definition of leave rules means—

(*a*) A department which works during vacation

(*b*) A department to which regular vacations are allowed

(*c*) A department where workers from other departments come to work

(*d*) A department which does not count work done during vacation

— 2

7. CCS (Leave) Rules will apply to Government servants while on —

(*a*) Temporary transfer to Indian Railways

(*b*) Temporary transfer to a State Government servant

(*c*) Foreign service within India

(*d*) All the above

8. According to Leave Rules, an authority competent to grant leave cannot refuse or revoke a leave applied under—

(*a*) Rule 7 (*b*) Rule 15 (*c*) Rule 20 (*d*) Rule 27

9. What is the reason for not denying earned leave during the last ten years of service?

(*a*) To increase efficiency of public service by refreshing the Government servants

(*b*) To decrease the accumulation of earned leave

(*c*) The Government servant has only few years left for his retirement

(*d*) The leave sanctioning authority does not have the power to refuse earned leave

10. A Government servant who retired on invalid pension, if re-employed is

allowed to count his service for leave if—

(*a*) He is allowed to count his service for pension

(*b*) He is allowed encashment of leave

(*c*) He is allowed carry forward of leave

(*d*) None of the above

11. A Government servant's claim to leave is regulated by the rules in force

at the time the leave is—

(*a*) Applied and granted (*b*) Debited to the leave account

(*c*) Availed (*d*) Encashed

12. Extraordinary leave granted on medical certificate may be commuted retrospectively into leave not due subject to provisions of—

(*a*) Rule 30 (*b*) Rule 31 (*c*) Rule 28 (*d*) Rule 29

13. EL can be combined with—

(*a*) Casual Leave, Half Pay Leave, Maternity Leave

(*b*) Study Leave, Casual Leave, Maternity Leave

(*c*) Sick Leave, Half Pay Leave, Maternity Leave

(*d*) Casual Leave, Paternity Leave, Maternity Leave

14. EOL is granted to Government servants only—

(*a*) When no other leave is admissible or on request

(*b*) When Government servant is on notice period of VRS

(*c*) Before superannuation

(*d*) None of the above

15. Encashment of earned leave of up to 10 days at the time of availing LTC

is permitted, provided a balance of ..... Days of EL is available at the credit of a Government servant.

(*a*) 180 days (*b*) 45 days

(*c*) 30 days (*d*) 300 days

16. Completed years of service, according to CCS (Leave) Rules means—

(*a*) Continuous service under Central Government servant including period spent on duty but not counting leave

(*b*) Continuous service under Central Government servant including period spent on duty and leave but not EXOL

(*c*) Continuous service under Central Government servant including period spent on duty and leave including EXOL

(*d*) Continuous service under Central Government servant including service in

State Government servant, if any

17. What is the maximum period of leave of any kind which can be allowed to a Government servant?

(*a*) 5 years (*b*) 6 years

(*c*) 7 years (*d*) 2 years

18. Paternity Leave is allowed for ..... days

(*a*) 20 days (*b*) 15 days

(*c*) 25 days (*d*) 30 days

19. What is the maximum amount of study leave which can be availed by

a Government servant, other than CHS Officers in his entire service?

(*a*) 24 months (*b*) 12 months

(*c*) 10 months (*d*) 15 months

20. What is the maximum number of days of EL that can be held at credit by

a Government servant?

(*a*) 300 (*b*) 200 (*c*) 250 (*d*) 180

21. What is the date of retirement of a Government servant?

(*a*) Afternoon of the last day of the month in which he attains the age of superannuation

(*b*) Last day of any month in which he wishes to retire

(*c*) Last working day

(*d*) First day of the month in which he attains the age of superannuation

22. If an official is recalled to duty before expiry of his leave, he may be treated as .....

(*a*) On leave period (*b*) On duty

(*c*) Absent (*d*) None of the above

23. Casual Leave can be combined with .....

(*a*) Special Casual Leave (*b*) Earned Leave

(*c*) Half Pay Leave (*d*) None of the above

24. Combination of Study Leave with earned leave shall not generally involve

a total absence of more than—

(*a*) 16 months (*b*) 24 months

(*c*) 28 months (*d*) 36 months

25. Half-a-day leave can be taken from .....

(*a*) Earned Leave (*b*) Sick Leave

(*c*) Casual Leave (*d*) Half Pay Leave

26. Government servants are not entitled to leave salary while availing—

(*a*) Half pay leave

(*b*) Commuted leave

(*c*) Extraordinary leave

(*d*) Child care leave

27. The maximum period of CCL that can be availed by a woman Government servant during her entire service is—

(*a*) 730 (2 years) (*b*) 700 days

(*c*) 650 days (*d*) 365 days (1 year)

28. Foreign service means service in which a Government servant receives his pay from—

(*a*) Consolidated fund of India

(*b*) Consolidated fund of State

(*c*) Consolidated fund of Union Territory

(*d*) None of the above

29. Child care leave is admissible if the child is below .....

(*a*) 18 years (*b*) 17 years

(*c*) 21 years (*d*) 25 years

30. In a calendar year, CCL cannot be granted for more than—

(*a*) 2 times (*b*) 3 times

(*c*) 4 times (*d*) 6 times

31. CCL shall be admissible for .....

(*a*) First child only (*b*) Two eldest surviving children only

(*c*) Any child (*d*) None

32. CCL may not be granted for less than ..... days.

(*a*) 20 days (*b*) 30 days

(*c*) 15 days (*d*) 5 days

33. ..... number of days of earned leave are credited in advance to the leave account of a Government servant during January and July.

(*a*) 20 days (*b*) 10 days

(*c*) 15 days (*d*) None

34. Leave account of Government servant shall be maintained by the—

(*a*) Accounts Officer

(*b*) Concerned staff

(*c*) Head of Office

(*d*) None of the above

35. Which of the Leave Rules would apply, if a Government

servant is temporarily deputed to Foreign Service in India?

(*a*) Leave Rules of Foreign Service

(*b*) CCS (Leave) Rules, 1972

(*c*) CCS (Leave) Rules and Foreign Service Leave Rules

(*d*) None of the above

36. What is the time-limit of continuous service after which a quasi-permanent employee is not confirmed?

(*a*) two years

(*b*) three years

(*c*) four years

(*d*) five years

37. What is the maximum number of days in respect of EL / HPL that can be encashed by a Government servant appointed in Industrial Establishment which is governed by Factories, Act, 1948?

(*a*) Nil (*b*) 240 days (*c*) 300 days (*d*) 300 + 15 days

38. When a Government servant applies for a specific kind of leave, the Leave

Sanctioning Authority does not have the power to—

(*a*) Sanction (*b*) Refuse

(*c*) Revoke (*d*) Alter

39. A Government servant ceases to have any claim for leave to his credit, if he has—

(*a*) Resigned to take up another appointment in Government servant service

(*b*) Retired

(*c*) Been dismissed

(*d*) Been reinstated

40. If a Government servant claims for commutation of one kind of leave into another, he should apply for commutation, within a period of—

(*a*) 15 days

(*b*) 30 days

(*c*) 45 days

(*d*) 90 days

41. Which leave cannot be combined with any other kind of leave—

(*a*) Earned Leave

(*b*) Maternity Leave

(*c*) Special Casual Leave

(*d*) Casual Leave

42. Which of the following sentences are correct with respect to right to leave?

(*a*) Leave cannot be claimed by a Government servant as of right

(*b*) Leave may be refused or revoked by the Competent Authority when exigencies of service so require

(*c*) A Competent Authority cannot alter the kind of leave applied for by

a Government servant

(*d*) All the above

43. The maximum period of continuous leave of any kind which can be allowed to a permanent Government servant—

(*a*) 2 years (*b*) 90 days (*c*) 5 years (*d*) 365 days

44. A Government servant cannot accept employment elsewhere while on leave except in the case of service as a / an—

(*a*) Examiner (*b*) Accountant

(*c*) Medical Practitioner (*d*) Legal Practitioner

45. Leave Account of a Gazetted Government servant shall be maintained by—

(*a*) Audit Officer (*b*) Himself

(*c*) Pay and Accounts Office (*d*) Head of Office

46. No leave shall be granted to Government servant if he is—

(*a*) On leave preparatory to retirement

(*b*) Under suspension

(*c*) To work as an Examiner

(*d*) To visit abroad with proper permission

47. Which of the below-mentioned institutions may also be accepted for the grant of medical certificate for the

purpose of grant of Commuted Leave?

(*a*) AIIMS, New Delhi (*b*) PGIM, Chandigarh

(*c*) JIPMER, Pondicherry

(*d*) All the above

48. A Gazetted Government servant who is a CGHS beneficiary is required to submit a Medical Certificate for grant of leave on medical grounds issued by a—

(*a*) RMP

(*b*) AMA

(*c*) Doctor in a CGHS Dispensary

(*d*) Doctor working in a Private Nursing Home

49. Any claim to the leave at credit of a Government servant who is dismissed, removed or who resigns _____ from the date of such Act.

(*a*) is accepted (*b*) ceases

(*c*) is paid (*d*) None of the above

50. The Leave sanctioning authority can waive the production of Medical

Certificate in case of an application for leave on medical grounds, if the period of leave applied for is less than—

(*a*) 7 days (*b*) 3 days (*c*) 10 days (*d*) 30 days

51. Mention the maximum number of months of leave that can be sanctioned by the Medical Authority if he is unable to say with certainty that the

Government servant will never again be fit for service—

(*a*) 1 month (*b*) 6 months (*c*) 8 months (*d*) 12 months

52. Under what grounds, prefix / suffix of holidays to leave are allowed automatically—

(*a*) On private grounds

(*b*) On medical grounds

(*c*) Both private and medical grounds

(*d*) None of the above

53. Indicate the Rule for "Regularization of Unauthorized absence".

(*a*) Rule 22 (*b*) Rule 23 (*c*) Rule 24 (*d*) Rule 25

54. Absence by a Government servant after expiry of leave shall be debited to his leave account as ..... to the extent such leave is due.

(*a*) Earned leave (*b*) Half Pay Leave

(*c*) Leave not due (*d*) None of the above

55. How many days of Earned Leave is credited in advance for each half year to an employee who joins duty on 1st January?

(*a*) 15 days (*b*) 30 days (*c*) 45 days (*d*) 60 days

56. A Government servant who had reached maximum of 300 days on

1st January, had availed Earned Leave for 8 days during August.

How many days of Earned Leave will be shown in his leave account as on 31st December?

(*a*) 300 days (*b*) 300 + 15 days (*c*) 300 + 07 days (*d*) 292 days